

ADMINISTRATIVE-INTERNAL USE ONLY

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC INSTRUCTION  
NO. 10-15

SECURITY  
11 October 1978

RESCISSION: NPIC INSTRUCTION 10-11, dated 2 May 1977

EMERGENCY COURIER PROCEDURES

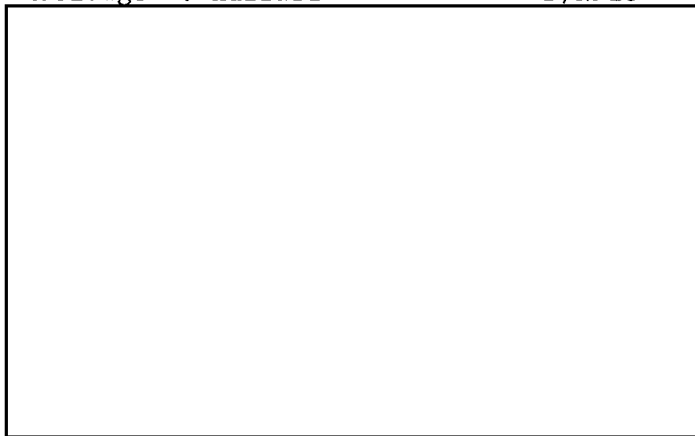
1. On occasion it becomes necessary for Center employees to hand carry classified material to other Agency or government buildings in the Washington, D.C., area. However, this should be the exception rather than the rule. A little prior planning on the part of the Center personnel will eliminate most of our "emergency courier" situations.

2. The Center's Dissemination and Control Branch moves material via the Office of Logistics courier service on a regularly scheduled daily basis. In addition, they provide "on request" service.

3. To facilitate the movement of classified material the Agency has established a system of identifying and documenting a limited number of management personnel as Document Control Officers (DCO's). In the Center these are:

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These officers have been issued Document Control Officer's Identification Cards which permit them to act as couriers. In addition they have been granted authority to issue Temporary Authorization to Transport Classified Material forms to employees under their jurisdiction when an employee finds it necessary to act as an emergency courier.

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4. The procedures and rules to be followed to become and act as an emergency courier are as follows:
- a. Prepare a list of the material to be couriered for the DCO.
  - b. Obtain from the appropriate DCO a Temporary Authorization To Transport Classified Material. This form is to be turned into the Federal Protective Officer (FPO) when departing the building. It should be noted that if the employee desires to carry the material on his return to [ ] he must obtain two forms from the DCO, one to permit his departure from [ ] and one to permit his departure from the other Agency facility upon his return.
  - c. The employee will then insure that the material to be couriered is properly wrapped.
    - (1) If the material is noncodeword and classified at the Confidential and/or Secret levels, it should be placed in an envelope and marked as follows:

Property of the U.S. Government  
DO NOT OPEN  
If Found Please call Washington, D.C.  
351-6161 Collect

To assist Center personnel in this regard gummed labels bearing this legend (Form 2513) are available in the supply room. Additionally the Security Branch has available laminated tags bearing this legend which can be affixed to attache cases. The effect of this tag is to make the entire attache case a pouch, per se, when it is locked.

- (2) If the material is Top Secret or is codeword of any classification it must be double wrapped. The outer wrapping, whether the courier's briefcase or an outer envelope should be marked as shown in para. 4c (1) above. The inner wrap must be marked in accordance with the

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classification of the material and the instructions pertaining to the specific codeword compartment involved, if any. It is suggested that the Chief, Dissemination and Control Branch be contacted for advice regarding this matter.

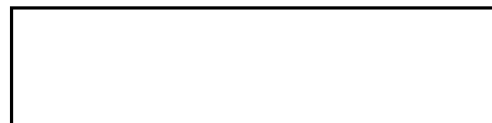
- d. When acting as an emergency courier an employee will use an official government vehicle whenever possible. If an official government vehicle is not available, the use of a personally owned vehicle is permissible.
  - e. When the material being couriered is either classified Top Secret or is codeword material of any classification the courier must be accompanied by another cleared employee. When traveling in a chauffeured government vehicle the driver can substitute as the second Agency employee.
  - f. If the material is for delivery to the office being visited, as opposed to simply being carried by the courier for his own use at a meeting, for example, it should be turned over to the Registry Branch of the receiving office for proper logging and distribution. The courier should obtain a receipt for the pouch from the receiving office Registry Branch.
  - g. If the material is for the use of the courier at a meeting, etc., and the courier wishes to have the material returned to his office he should make arrangements to have the material pouched back to the Center by the office being visited. If he needs the material back at the Center immediately, he must obtain the approval to courier the material to and from his meeting as specified in paragraph three above.
5. The procedures listed above apply to all Center employees, including DIA and Air Force employees assigned to the Center. These procedures apply to all classified material. DCO's are also required to follow these procedures except that their DCO Identification Card serves in place of the Temporary Authorization to Transport Classified Material.

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6. In addition, Center employees are reminded that they are never permitted to carry official government material either classified or marked for "Internal Use Only" to their homes to be worked on or stored overnight.



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